Integrated Time and Attendance System
(ITAS)

COURSE HANDBOOK

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INTRODUCTION

ITAS: ***ITAS*** is the "Integrated Time and Attendance System".

Benefits:

- No more disks
- No more importing/exporting of files
- Timekeeping by exception
- Tracks leave earned and used
- Provides on line leave information
- Automatically enters holidays on the timecard (except "in lieu of" holidays falling on CWS days off)

Processing:

- At the beginning of each pay period, a timecard with regular hours is automatically created for each employee.

- At any time during the pay period, the Employee, Timekeeper, or ITAS Coordinator may process leave requests or enter in extra hours worked.

- Once the Leave Approving Official approves leave requests, ITAS enters the leave on the employee's timecard.

- At the end of the pay period, the ITAS Administrator processes the pay period closeout.

- Immediately after closeout, a timecard for the next pay period is automatically created, including any holidays and/or approved leave for that pay period.

LOG ON/OFF ITAS

Logging On To ITAS:

1. **Double click** on the **Netscape** icon on your desktop. This will take you to your Home page.

2. **Enter** the following **URL**: **www.hrs.psc.dhhs.gov**

3. Under **click** on **Time and Attendance**

   - **Click** on **Setup Procedures.**

   - ***For First Time Logon Only:*** **Follow** the **Setup Procedures** shown here before continuing with logon.

   - ***After Completing Setup Procedures:*** Once Setup Procedures are run, from that time on, simply **click** on **your OPDIV's Icon** to get your logon screen.

4. **Enter** your **Social Security Number**. **Press** the **tab** key - or click on the password field.

5. **Enter** your password and **press** the **enter** key - or click on the OK button.

   - The first time you log on to ITS, you will be forced to change your password. Change it to something you will remember. The password is "**case sensitive**", so be sure to notice whether you use upper or lower case.

   - Once logged on, you will see the main menu. You will have access only to those roles to which you have been assigned. Those items that are grayed out are not accessible to you.

   - **Click** on the **icon** for the appropriate role.

Logging Off ITAS.:

1. **Close** out of all windows.

2. On the main menu, **click** "**Exit**".

3. **Click** "**Yes**" to exit ITAS.

LOG ON AS AN ALTERNATE TIMEKEEPER

Alternate Timekeeper:

1. **Double click** on the **Netscape** icon on your desktop. This will take you to your Home page.

2. **Enter** the following **URL:** **www.hrs.psc.dhhs.gov**

3. Under on **Time and Attendance**

   - ***If You Have Not Already Followed the Setup Procedures, see page 2.***

   - ***If You Have Completed Setup Procedures:*** Simply **click** on **your OPDIV's Icon** to get your logon screen.

3. **Enter** your **Social Security Number**. **Press** the **tab** key - or click on the password field.

4. **Enter** your password and **press** the **enter** key - or click on the OK button.

   Note: Once logged on, you will see the ITAS main menu with your name in the upper left corner of the main window. You will have access only to those roles to which you have been assigned. Those items that are grayed out are not accessible to you.

5. **Double click** on the icon for Timekeeper.

6. **Click** on the function you wish to access (i.e. Maintain Employee Timecard, etc.).

7. **Click** on the name of the person for whom you are the alternate; then **click** on the **OK** button.

   Note: If you select Modify Employee Timecard, you must also **click** on the check box "View Employees as an Alternate Timekeeper" and **click** on the **OK** button.

ADD EMPLOYEE PROFILES

Only the *ITAS Coordinator* can add or delete employee profiles.

Add Profile: **Click** on the **Maintain Employee Profile** icon in the Administrative Officer Functions window.

1. Click on the **Add** button. This will take you to the **Add Employee/General Information** screen. Enter the required information.

   Note: **LAN ID** and **FLSA** codes are entered automatically by ITAS. Required information on these screens is shown in **bold** print.

   Important: Be sure to use your **TAB** key to move from field to field! To enter information in a Drop Down List Box, **click** on the arrow at the Box.

General Information Tab:

1. **Enter** the employee's **last name** and **press** the **TAB** key.

2. **Enter** the **first name** and **press** the **TAB** key.

3. **Enter** the **middle initial** and **press** the **TAB** key.

4. **Enter** the employee's **Social Security Number** and **press** the **TAB** key.

5. **Enter** the **Enter on Duty (EOD) Date** - the date the employee entered on duty in DHHS. **Press** the **TAB** key.

6. **Status** - in the Status Box should read "**Active**". Press the **TAB** key.

7. There is no Separation Date, so just **press** the **TAB** key.

8. **Enter** the **Service Computation Date.**

   Important: It is most important that the Service Computation Date (SCD) be entered into this space, even though it is not in bold print. This automatically controls leave category changes.

9. **SAC** Code - is the Admin Code. **Click** on the arrow in the SAC Box and then **click** on the correct code.

10. **Common Accounting Number (CAN)** - is entered automatically. **Press** the **TAB** key.

11. **Approving Official** - **Click** on the arrow in the Approving Official box and then

click on the correct approving official. **Press** the **TAB** key.

12. **Timekeeper - Click** on the arrow in the Timekeeper box and then **click** on the correct timekeeper. **Press** the **TAB** key.

13. **E-mail Address - enter** the employee's Internet e-mail address.

14. **Credit Hours Earned - Check** the box *if* the employee is eligible to earn credit hours. (Employee **must** be on a ***flexible*** work schedule.)

15. **Pool/Detail Employee** - Leave blank unless needed. **Press** the **TAB** key.

16. **FLSA Employee** - Entered automatically by ITAS.

Service Information Tab:

1. **Click** on the Service Information tab (second tab) and enter the required information. Be sure to **click on the arrow in each box** and then **click** on the applicable information. **Press** the **TAB** key to get to the next box.

2. Type of Appointment: (Permanent, Temporary, etc.)

3. Type: (GS, WG, etc.)

4. Pay Plan: (GS, WG, etc.)

5. Type of Employee: (GS, WG, etc.)

6. Pay Basis: (Annually, hourly, etc.)

Tour of Duty Tab:

1. **Click** on the Tour of Duty tab (third tab) and enter the required information. (Follow the directions for Service Information Tab.)

2. Tour Type: (Regular Work Schedule, Flexible Work Schedule, etc.) **Note:** For the 5/4-9 Compressed Work Schedule, use "AWS Schedule". For the 4-10 Compressed Work Schedule, use "CWS Work Schedule".

3. Term Type: (Full-time, Part-time, etc.)

4. Tour Hours: (80, 60, etc.)

5. Special Pay Rate: (Title 38, None)

6. Leave Accrual Categories: (Sick - 4, Annual - 4, 6, or 8)

7. Distribution of Biweekly Basic Work Requirements: (If necessary, enter the number of hours employee must work per day.)

<u>ITAS Security Tab:</u>

1. **Click** on the ITAS Security tab (fourth tab) and enter the required information..

2. Set Authorization: **Click** on the box for any function that applies.

3. Password: **Click** on the password box and **type** in a generic password. **Press** the **TAB** key. You will be asked to retype the password.

4. **Click** on the **Add** button.

5. Remarks EOD: **Edit** the remark and enter the correct date.

6. Leave: Enter all leave balances. If this is a new Federal employee, he/she does not have any leave balances. Generally, leave everything blank; however, you must update/complete the "Projected Leave Balances". Refer to the "Frequently Asked Questions" for instructions.

MODIFY AN EMPLOYEE PROFILE

The *ITAS Coordinator* and the *Timekeeper* can modify employee profiles.

Modify Profile: To update information for existing employees.

1. **Click** on the **Maintain Employee Profile** icon.

2. To select an employee, **click** on the **employee name.**

3. **Click** on the **Modify** button, or you may type in the employee last name in the "Employee Name or SSN" box and press the Enter key.

4. To modify information, click on one of the following tabs:

   - General Information
   - Service Information
   - Tour of Duty Information
   - ITAS Security

5. You must delete the old information before entering new information in a text box. **Click** on the field where you want to delete information and **tap** the **delete** key until the information is deleted. **Type** in the new data. **Press** the **TAB** key to the next field to be modified.

   Or

   To enter new information in a drop down list box, **click** on the **down arrow** at the new field and **click** on the new selection.

6. **Click** on the **Modify** button to accept the changes.

CHANGE EMPLOYEE TOUR OF DUTY

The *ITAS Coordinator* and the *Timekeeper* can change the employee tour of duty.

Permanent Change: Changes in an employee's tour of duty will **not** *take effect until the next pay period*, but will continue to stay the same unless you change them again.

1. **Click** on the **Maintain Employee Profile** icon.

2. To select an employee, **click** on the **employee name**, or you may type in the employee last name in the "Employee Name or SSN" box and press the enter key.

3. **Click** on the **Modify** button,

4. **Click** on the **Tour of Duty Information** tab.

5. **Click** on the **Tour Type** drop down **arrow** and **click** on the **tour**. Press the **TAB** key.

6. **Click** on the **Term Type** drop down **arrow** and **click** on the **Term Type**. **Press** the **TAB** key.

7. **Click** on the **Tour Hours** field. If the tour hours are correct, **press** the **TAB** key. If the tour hours are not correct, **press** the **Delete** key to delete hours and **type** in the new hours. **Press** the **TAB** key.

8. **For Title 38 Employees only, click** on the **Special Pay Rate** field drop down **arrow** and **click** on **Title 38**.

9. **Distribution of Biweekly Basic Work Requirements** , **click** on the appropriate day of the week and delete any hours that will no longer apply. Type in the new hours for the tour for the day. For the next pay period, ITAS displays the **NEW TOUR** button.

10. **Click** on the **Modify** button to save your changes.

11. **Click** on **Maintain Employee Profile** again. Select the employee again. **Click** on the **New Tour** button to view or modify the employee's hour distribution *for the next pay period*

12. Choose one of the following tasks:

    - **Click** on the **Delete** button to delete the new tour of duty that will be effective next pay period.

- **Click** on the **Modify** button to modify information for the tour of duty that will be effective next pay period.

- **Click** on the **Yes** button. The new tour of duty will be displayed in the Tour of Duty Information Tab Window. Make necessary changes.

13. **Click** on the **Modify** button to complete the process and you will be returned to the Maintain Employee Profile - Select Employee Window.

14. **Click** on the **Close** button.

Temporary Change: To change the current pay period only.

1. **Click** on **Modify Employee Timecard**.

2. Follow the directions for **Modify Employee Timecard** in the next section..

MODIFY EMPLOYEE TIMECARD

The *ITAS Coordinator* and the *Timekeeper* can modify employee timecards.

Modify Current Timecard Only: ITAS automatically generates a timecard every pay period, so you only need to process exceptions. Remember, leave is posted automatically by ITAS when a request for leave has been approved by the Approving Official. You can process timecard changes for the current pay period directly to the timecard or process changes for a prior pay period via the Supplement procedures.

1. **Click** on **Modify Employee Timecard** icon.

2. To select an employee, **click** on the **employee name**, or you may type in the employee last name in the "Employee Name or SSN" box and press the enter key.

3. **Click** on the **OK** button.

4. You will see a timecard for the employee which displays their tour hours and any extra work hours or leave already recorded. Next to each date on the timecard is one of the following indicators:

   - A - ITAS automatically generated the hours.
   - M - Employee modified the time during sign-in/sign-out.
   - T - Timekeeper modified the timecard.
   - * - Indicates a supplement (amendment) for the day.
   - [] - A blank indicates that the employee signed in and out for the day and didn't modify the system generated time.

5. To modify hours worked, **select a row and click** on the Timecard Detail button.. You will see the Timecard Detail Screen.

   - To add new category to an employee timecard, **select** the category from the "Hour Types Available" box. **Click** on the **"New Value"** box and type in the number of hours worked. **TAB** to the "Start Time" box and **type** a start time. **Click** on the **Add** button. You will see the hours appear on the right hand side of the screen in the "Hour Type".
   - To delete hours worked from an employee timecard, **click** on the **hour type** row you wish to delete. **Click** on the new value field and type in a new value.

6. **Click** on the **Modify** button.

7. **Click** on the **OK** button.

8. **Click Yes** to accept the entries. You will see the changes you accepted added to the timecard.

9. **Click** on the **Close** button.

Modify Timecard And Apply Changes To A Series of Dates:

To modify a timecard for one date and copy the modification to a series of dates in the timecard.

1. **Click** on **Modify Employee Timecard** icon.

2. **Click** on **employee name.**

   - You will see a timecard for the employee which displays their tour hours and any extra work hours or leave already recorded.

3. To add hours worked to an employee timecard, **follow instructions in #5 on page 10.**

4. To apply the same change to multiple days **Click** on the desired **dates** in the pay week 1 and 2 calendar at the top of the screen. The days will be highlighted.

5. **Click** on the **Copy To All** button, and then **click Yes** to accept the entries. You will see the changes you accepted that are added to the timecard.

6. **Click** on the **Close** button.

CHANGE EMPLOYEE ACCESS LEVEL

The *ITAS Coordinator* and the *Timekeeper* can change employee access levels.

Change Access: To add or delete an employee's authority to enter ITAS as a Timekeeper, Leave Approving Official, ITAS Coordinator, or ITAS Administrator.

Important: If you are removing an employee's authority to access ITAS as a Timekeeper or Approving Official, be sure to reassign all of their employees to another Timekeeper or Approving Official. ITAS Coordinators can do this through the Maintain Employee Relationships window. See next section.

1. **Click** on the **Maintain Employee Profile** icon.

2. To select an employee, **click** on the employee name, or you may type the employee last name in the "Employee Name or SSN" box and press the enter key.

3. **Click** on the **Modify** button.

4. **Click** on the **ITAS Security Tab.**

5. **Check** the appropriate box(es) in the "Set Authorization Levels" to either enter or delete an employee as a Timekeeper, ITAS Coordinator, or Leave Approving Official.

   - **Reminder:** A Timekeeper Number is Required for All Timekeepers.

4. **Click** on the **Modify** button. The next time the employee logs into ITAS, his/hers new authorization level will be active.

5. **Click** on the **Close** button.

MAINTAIN RELATIONSHIPS

Only the *ITAS Coordinator* can maintain or modify relationships in ITAS.

Maintain Relationships: Employees must be indicated as either a Timekeeper or Approving Official in the Employee Profile. The process described below is much more efficient for changing the approving official or timekeeper information for multiple employees at one time.

Approving Official/Employee Relationships:

1. **Click** on the **Maintain Approving Official/Employee Relationships** button.

2. **Click** the **OK** button.

3. **Select** Leave Approving Official's name by using the **drop down arrow** to the right of the "Approving Official's" box.

4. **Click** on a Leave Approving Official's name. You will see the list of "Available Employees" (employees in the OPDIV). In the "Assigned Employees" box you will see the names of the employees currently assigned to the Approving Official you selected in Step 3.

    a) To **assign** additional employees to selected Approving Official, in the **"Available Employees"** list **locate and click** on the **name of the employee** you would like to add to the "Assigned Employees" list. Click on the **ADD** button to add selected employees, one at a time, to the "Assigned Employees" list.

    b) To **remove** an employee from the **"Assigned Employees"** list, **click** on the employee name and click the **Delete** button. The name will be removed from the assigned employees list and will be added back to the available employees list.

5. **Click** on the **OK** button.

Timekeeper/Employee Relationships:

1. **Click** on the **Maintain Timekeeper/Employee Relationships** button.

2. **Click** the **OK** button.

3. **Select** Timekeeper's name by using the **drop down arrow** to the right of the "Timekeeper's" box.
4. **Click** on a **Timekeeper's** name. You will see the list of "Available Employees" (employees in the OPDIV). In the "Assigned Employees" box you will see the

names of the employees <u>currently</u> assigned to the Timekeeper you selected. This window function the same as the approving official. See #4a and b on page 13.

5. **Click** on the **OK** button

Note: *The list of available employee's includes all employees in the OPDIV including those already assigned to a Timekeeper or Approving Official.*

Approving Official/Alternate Approving Official Relationships:

4. **Click** on the **Maintain Approving Official/Alternate Approving Official** button.

5. **Click** the **OK** button.

6. **Select** an Approving Official by clicking on the **drop down arrow** to the right of the "Approving Official's" box.

7. **Click** on a Approving Official's name. ITAS displays a list of "Available Alternate Approving Officials" for the Approving Official you selected. In the "Assigned Alternate Approving Officials" box you will see the names (if any) of current assigned Alternate Approving Official for the Approving Official.

8. a) To add an Alternate Approving Official designation, locate the employee in the "Available Alternate Approving Officials" list, **click** on the name of the Approving Official you would like to add to the "Alternate Approving Officials" list. **Click** on the **ADD** button.

   b) To remove a designation, from the "Alternate Approving Official" list, **click** on the Approving Officials' name and **click** the **Delete** button.

6. **Click** on the **OK** button.

Timekeeper/Alternate Timekeeper Relationships:

1. **Click** on the **Maintain Timekeeper/Alternate** Timekeeper Relationship button.

2. **Click** the **OK** button.

3. **Select** an Timekeeper by clicking on the **drop down arrow** to the right of the "Timekeeper's" box.

4. **Click** on the **Timekeeper's name**. ITAS displays a list of "Available Alternate Timekeepers" for the Timekeeper. In the "Assigned Alternate Timekeepers" box you will see the names (if any) of current assigned Alternate Timekeeper for the

Timekeeper.

5. Follow the same procedures as you used in designating an alernate approving official. (See 10a and b on page 14)

6. **Click** on the **OK** button.

CHANGE EMPLOYEE PASSWORD

The *ITAS Coordinator* and the *Timekeeper* can change employee passwords.

Change Password: If employees forget their ITAS passwords, you must reset or change them. When doing so, you should use a generic password like "master" or "newuser" and advise the employee. Once changed, the employee will be required to change it again to his/her choice when logging on to ITAS.

1. **Click** on the **Maintain Employee Profile** icon.

2. **Click** on the employee name, or you may type the employee last name in the "Employee Name or SSN" box and press the Enter key.

3. **Click** on the **Modify** button.

4. **Click** on the **ITAS Security Tab**.

5. **Enter** the employee's new password in the "New Password" box and **TAB** to **re-enter** the new password to verify it.

6. **Click** on the **Modify** button.

7. **Click** on the **Close** button.

The *ITAS Coordinator* and the *Timekeeper* can process leave requests for employees.

Process Leave Requests: A request to use leave can be made for a past, current, or future pay period. Requests can be made for a full day, a partial day, and for multiple days, and multiple types of leave may be requested for the same day.

Delete Leave Requests: If it is for a future date, once a leave request has been approved, it may be removed by either the ITAS Coordinator, Timekeeper, or Employee.

If the approved leave is in the current pay period, but the date has passed, *only* the Timekeeper or ITAS Coordinator may remove the leave. If the pay period has passed, the Timekeeper or the ITAS Coordinator must remove the leave via a supplement (amendment).

Important: If you are recording leave used under the Family Medical Leave Act, be sure to **click** in the Family Medical Leave **check box** when processing the leave request. All leave request must be saved and all request must be approved by the employee's Approving Official before it can be applied to the timecard.

Requests for Full Day:

1. **Click** on the **Process Leave Request** icon.

2. **Click** on the button for either **Use Leave** or **Donate Leave**.

3. **Click** on the **OK** button.

4. One of two windows will appear:

    a) If you see list of employee names, **select** an employee by clicking on the **employee name** or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

    b) If you see a list of pending leave requests, **click** on the **Add** button; then **select** the **employee** for whom you wish to process a leave request.

    A Request to Use Leave window will appear after either a) or b).

5. **Click** on the **Full Day** button, if not already selected.

6. **TAB** to the **Begin** date field and **enter** the beginning date for the leave.

7. **TAB** to the **End** date field, **enter** the ending date for the leave, and **press** the **TAB** key. **(OR)** If the leave ends on the same day as the Start day, simply **press** the **TAB** key and the date will be filled in for you. **Press** the **TAB** key. The hours will appear in the hours to charge field.

8. **Click** on the **type of leave** to be requested in the Type of Absence list.

9. **Click** on the **Add** button. The type of the leave and amount will appear in the "Item Chosen" listing.

10. **Click** on the **OK** button.

11. **Click Yes** to accept entries.

12. To process another request, **click** the **OK** button. Otherwise, **click** on the **Cancel** button.

The Leave Request will appear in the LAOs Pending Leave Request window. If the Approving Official approves the leave, the leave will be added to the employee's timecard.

For A Partial Day:

1. **Click** on the **Process Leave Request** icon.

2. **Click** on the button for either **Use Leave** or **Donate Leave**.

3. **Click** on the **OK** button.

4. One of two windows will appear:

   a) If you see list of employee names, **select** an employee by clicking on the **employee name** or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

   b) If you see a list of pending leave requests, **click** on the **Add** button; then **select** the **employee name** for whom you wish to process a leave request.

   A Request to Use Leave window will appear after either a) or b).

5. **Click** on the **Partial Day** button.

6. **TAB** to the **Begin** date field and **enter** the beginning date for the leave.

7. **TAB** to the **End** date field, **enter** the ending date for the leave, and **press** the **TAB** key. **(OR)** If the leave ends on the same day as the Start day, simply **press** the **TAB** key and the date will be filled in for you. **Press** the **TAB** key. The hours will appear in the hours to charge field.

8. **TAB** to the **Hours/Days** field and **enter** the number of hours per day.

9. **TAB** to the **Start Time** field and **enter** the start time of the leave (include a.m. or p.m.) **Press** the **TAB** key. (ITAS will enter the ending time.)

10. **Click** on the **type of leave** to be requested in the Type of Absence list.

11. **Click** on the **Add** button. The type of the leave and amount will appear in the "Item Chosen" listing.

12. **Click** the **OK** button.

13. **Click Yes** to accept entries.

14. To process another request, **click** the **OK** button. Otherwise, **click** on the **Cancel** button.

The Leave Request will appear in the LAOs Pending Leave Request window. If the Approving Official approves the leave, it will be added to the employee's timecard.

For Two or More Types of Leave on the Same Day:

1. **Click** on the **Process Leave Request** icon.

2. **Click** on the button for either **Use Leave** or **Donate Leave**.

3. **Click** on the **OK** button.

4. One of two windows will appear:

    a) If you see list of employee names, **select** an employee by clicking on the **employee name** or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

    b) If you see a list of pending leave requests, **click** on the **Add** button; then **select** the **employee name** for whom you wish to process a leave request.

    A Request to Use Leave window will appear after either a) or b).

5. **Click** on the **Full Day** button, if not already selected.

6. **TAB** to the **Begin** date field and **enter** the beginning date for the leave.

7. **TAB** to the **End** date field, **enter** the ending date for the leave, and **press** the **TAB** key. **(OR)** If the leave ends on the same day as the Start day, simply **press** the **TAB** key. The hours will appear in the hours to charge field. The hours will appear in the hours to charge field.

8. **Click** on the **hours to charge** field and **click** on the +/- indicator to adjust the hours, or type in the number of hours you wish to apply to the first leave category. As you account for the hours, this field decreases.

9. **Select** from the **Type of Absence** list and click on the type of leave you are requesting for these hours. You will see the hours to charge field change to the number of hours remaining towards the tour for the day.

10. **Click** on the **type of leave** list you are requesting for the remaining hours.

11. **Click** on the **OK** button.

12. **Click Yes** to accept the entries.

13. To process another request, **click** the **OK** button. Otherwise, **click** on the **Cancel** button.

The Leave Request will appear in the LAOs Pending Leave Request window. If the Approving Official approves the leave, it will be added to the employee's timecard.

Reminder: *Always use a **"Full Day"** leave request when requesting more than one type of leave in same time period.*

REMOVE A LEAVE REQUEST

The *ITAS Coordinator, Timekeeper, Or Employee* can remove leave requests.

Remove Leave Requests: If it is for a future date, once a leave request has been approved, it may be removed by either the ITAS Coordinator, Timekeeper, or Employee.

If the approved leave is in the current pay period, but the date has passed, *only* the Timekeeper or ITAS Coordinator may remove the leave. If the pay period has passed, the Timekeeper or the ITAS Coordinator must remove the leave via a supplement (amendment).

1. **Click** on the **Process Leave Request** icon.

2. **Click** on the **Use Leave** button and then **click** on the **OK** button. The list of pending leave requests and/or requests for leave that have been approved for a future date will be displayed.

3. **Click** on the **down arrow** button to scroll through the window until you see the leave request you wish to delete.

4. **Select** the **row of leave** you wish to remove and then **click** on the **Delete** button.

5. **Click** on the **Yes** button to delete the absence for the selected day.

6. **Click** on the **Close** button.

UPDATE EMPLOYEE LEAVE BALANCES

Only the *ITAS Coordinator* can update leave balances.

Update Leave Balances: In those cases that leave balances must be manually adjusted, use this function to make the adjustments.

1. **Click** on the **Update Employee Leave Balances** icon.

2. Scroll through list of employee names, **select** an employee by clicking on the **employee name** or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to update leave balances.

3. **Click** on the **Update Balances** button. ITAS displays the Review/Update Leave Balance Screen.

4. **TAB** to the appropriate text box **(OR) point** and **click** in the **text box.**

5. **Press** the **Delete** key to delete information in the box.. **Type** in the appropriate information.

6. **Click** the **OK** button to save the new information.

Please Note: Changing information in these screens does **not** change information in the employee's **Earning and Leave Statement**.

Review/Update Other Leave Balances:

At the bottom of the main screen "Review/Update Leave Balances", other windows are listed where you may add/update the following data:

1.	CH Data	Credit Hour Data window
2.	CT Data	Compensatory Time Data window
3.	RCT Data	Religious Compensatory Time Data window
4.	Prior PP	Leave balances for a Prior PP window
5.	Other Leave Types	Military Leave, Home Leave, Voluntary Leave Transfer Program, Continuation of Pay, Family Medical Leave Act, Federal Employee Family Friendly Leave and Time Off Incentive Award

Update Credit Hour Data:

1. **Click** on the **CH Data** button.

2. **Enter** the **new credit hour** information in the **earned, used, and/or lost fields.**

3. **Click** on the **OK** button to save the changes and return to the Update Employee Leave Balances Window.

4. **Click** on the **OK** button again to save your changes and complete the process.

Update Compensatory Time Data:

1. **Click** on the **CT Data** button. A row showing what the employee earned, used, and current balance for compensatory time is displayed.

2. In the box below **Click** on the **field** you wish to update.

3. **Enter** the **new information** in the earned, and/or used fields.

4. **Click** on the **OK** button to save the changes and return to the Update Employee Leave Balances Window.

5. **Click** on the **OK** button again to save your changes and complete the process.

Update Religious Compensatory Time Data:

1. **Click** on the **RCT Data** button. A row showing the employee current balance of religious compensatory time is displayed.

2. In box below **Click** on the **field** you wish to update.

3. **Enter** the **new information** in the earned, and/or used fields.

4. **Click** on the **OK** button to save the changes and return to the Update Employee Leave Balances Window.

5. **Click** on the **OK** button again to save your changes and complete the process.

Update Prior Pay Period:

1. **Click** on the **Prior PP** button. A display showing the prior pay period for which the selected employee has leave balances appears.

2. **Select** the **pay period** you wish to update. A display showing the leave balances for the prior pay period you selected appears. You will only see fields displayed for Annual Leave, Sick Leave and Advanced Sick Leave Balances.

3. **Use** the **Delete** key to delete the information you need to modify and **type** in the **new information.**

4. **Click** on the **OK** button to save the changes and return to the Update Employee Leave Balances Window.

5. **Click** on the **OK** button again to save your changes and complete the process.

Update Other Leave Types:

IMPORTANT: *For **COP** and **MILITARY** leave balances, type in **Hours**, NOT **Days.***

1. **Click** on the **Other Leave Types** button.

2. **Click** on the **field** you wish **to modify**.

3. **Use** the **Delete** key to delete the information you need to modify and **enter** the **new information.**

4. **Click** on the **OK** button to save the changes and return to the Update Employee Leave Balances Window.

5. **Click** on the **OK** again to save your changes and complete the process.

PLACE EMPLOYEE ON EXTENDED LWOP

The *ITAS Coordinator* and the *Timekeeper* can place employees on extended LWOP.

Extended LWOP:

1. **Click** on the **Maintain Employee Profile** icon.

2. **Select** the **employee name** by scrolling through the list. **Click** on the **up or down arrow keys** and then **click** on the **employee name**. Or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

3. **Click** on the **Modify** button. The Maintain Employee Profile - General Information Tab Window will be displayed.

4. **Click** on the **drop down arrow** in the **Status** field.

5. **Click** on **Extended LWOP. Please Note:** *when you place an employee on extended LWOP, ITAS will still automatically generate a timecard each pay period. However, the timecard will then indicate all hours as LWOP, including holidays. In addition, the employee will not accrue leave when multiples of the tour hours (60, 80, etc.) is reached for the pay period. A Request for Leave **must** still be processed for the entire time LWOP is requested..*

6. **Click** on the **Modify** button.

7. **Click** on the **Close** button.

   Warning: When you complete this process, the employee's name will disappear from the ITAS Coordinator's "Select Employee Window." The profile can be recalled by typing in the employee's social security number in the "Select Employee Window".

PLACE EMPLOYEE ON CONTINUATION OF PAY

The *ITAS Coordinator* and *Timekeeper* can place employees on continuation of pay.

Continuation of Pay: This places the employee on continuation of pay for the entire pay period.

1. **Click** on the **Maintain Employee Profile** icon..

2. **Select** the **employee name** by scrolling through the list. **Click** on the **up or down arrow keys** and then **click** on the **employee name**. Or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

3. **Click** on the **Modify** button. The Maintain Employee Profile - General Information Tab Window will be displayed.

4. **Click** on the **drop down arrow** in the **Status** field.

5. **Click** on **Continuation of Pay**. **Please note:** ITAS will still automatically generate a timecard for each pay period. **A Request for Leave must still be processed.** All hours will be posted as COP tour and non-tour, as appropriate.

   Important: Since ITAS can not know if an employee will be on COP at the beginning of the next pay period, **the Timekeeper must apply the non-tour hours to the weekend, if necessary**.

6. **Click** on the **Modify** button.

7. **Click** on the **Close** button.

   Warning: When you complete this process, the employee's name will disappear from the ITAS Coordinator's "Select Employee Window." The profile can be recalled by typing in the employee's social security number in the "Select Employee Window".

ADD SEPARATION INFORMATION FOR EMPLOYEES

The *ITAS Coordinator* and *Timekeeper* can add separation information for employees.

Add Separation Information: USE ONLY IF EMPLOYEE HAS SEPARATED FROM DHHS or from the GOVERNMENT!

1. **Click** on the **Maintain Employee Profile** icon.

2. **Select** the **employee name** by scrolling through the list. **Click** on the **up or down arrow keys** and then **click** on the **employee name**. Or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

3. **Click** on the **Modify** button. The Maintain Employee Profile - General Information Tab Window will be displayed.

4. **Click** on the **Separation Date** field and **enter** a separation date.

   Please Note: If you enter a separation date in the current pay period, ITAS will automatically remove the work or leave hours from the timecard for all days after the separation date.

5. **Click** on the **Modify** button.

6. **Click** on the **Close** button.

VIEW EMPLOYEE TIMECARD FOR PRIOR PAY PERIOD

The *ITAS Coordinator* and *Timekeeper* can view timecards for prior pay periods.

Viewing Timecards:

1. **Double click** on **Modify Employee Timecard** icon.

2. **Double click** on **employee name**. You can either scroll down through the list of names by **clicking** on the **up and down arrow keys**. Or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request..

3. **Click** on the **down arrow key** in the **Pay Year** field and **click** on the appropriate year.

4. **Click** on the **down arrow key** in the **Pay Period** field and **click** on the appropriate pay period.

   Note: *ITAS contains only timecard history back to when the employee first started using ITAS.*

5. **Click** on the **OK** button. ITAS displays the Modify Employee Timecard - Timecard Summary Window.

6. **Choose** an Option:

   a) If you are finished viewing the timecard, **click** on the **Close** button.

   b) To view more information, **click** on a **date** and then **click** on the **Timecard Detail** button.

7. **Choose** an Option:

   a) To return to the **Timecard Summary Window, click** on the **Close** or **OK** button.

   b) If a **supplement** (amendment) has been processed for the date specified, ITAS displays the **Supplement History** button. **Click** on **Supp. History** button to view the Supplement History for that date. When finished viewing the Supplement History, **click** on the **Close** button. To return to the **Timecard Summary Window**, **click** on the **Close** button again.

8. To return to the Select Employee Window, **click** on the **Close** button.

9. To exit the Select Employee Window, **click** on the **Close** button.

MODIFY EMPLOYEE REMARKS

The *ITAS Coordinator* and *Timekeeper* can modify employee remarks.

Add Remarks:

Please note: The DHHS Payroll System, not ITAS governs the rules for remarks. At this point, **remarks** are known to be required only in certain circumstances. Remarks should always be entered when employees **Enter on Duty** at DHHS and when they **Separate**.

Remarks must also be added to any **Supplements** (amendments). For remarks related to Supplements, see the Supplements information in the next section in this book.

1. **Click** on the **Modify Employee Remarks** icon.

2. **Click** on the **employee name** or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request. and then **click** on the **OK** button.

3. **Select prior pay period and year** for which you wish to add remarks and click on the **OK** button..

4. **Click** on the **drop down arrow** to the left of the grayed out **ADD** button.

5. **Scroll** through the **list** and **click** on the **remark** you wish to add.

6. **Click** on the **remark you selected**. **Edit** the remark as it appears in the box to include the **information you wish to update**. **Type** in the new data and use the delete key to delete any data no longer needed.

7. **Click** on the **ADD** button.

8. To **modify** an existing remark, select the remark form current list. Edit the remark as necessary. **Click** on the Update button

9. **Click** on the **OK** button.

Delete Remarks:

1. **Click** on the **remark** that appears in the text box to the left of the **Remove** button.

2. **Click** on the **Remove** button and then **click** the **OK** button.

The *ITAS Coordinator* and *Timekeeper* can process supplements (amendments).

Correcting Leave:

To charge leave that an employee used in a prior pay period, but didn't report or previously request:

The employee, timekeeper, or ITAS Coordinator must process a leave request for the specified day. Once the leave is approved by the supervisor, a supplement is automatically created during the current pay period. No remarks are necessary.

To change annual leave charged in a prior pay period to sick leave (or vice-versa) OR to re-credit annual or sick leave reported as used but it was actually not used:

To re-credit the previously reported leave that was not used, the timekeeper or ITAS Coordinator must process a timecard modification. ***Important:*** Do this before processing a new leave request for the same day.

1. **Click** on the **Modify Employee Timecard** icon.

2. **Select** the **employee** or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

3. **Select** the **current pay year and pay period**. **Click** on the **OK** button.

4. **Click** on the **Supplements** row.

5. **Click** on the **Add** button.

6. **Select** the **timecard** for which you wish **to process a supplement** by **clicking** on the **row**. **Click** on the **OK** button.

7. **Double click** on the **row for the day** you would like **to process the supplement**.

8. **Click** on the Timecard Detail button.

9. **Click** on the **hours** you wish **to re-credit** in the "Hour Type" box on the right side of the screen.

10. **Click** on the **New Value** box and **enter** a **new value**.

    - For example, if you wish to re-credit 8 hours of sick leave, **click on sick leave** in the **Hour Type** box. **Click** on the **New Value** box and **type** in a

0. Then **click** on the **Modify** button.

- To add the regular hours back in, you must follow the same procedure above. **Click** on **regular hours** in the **Hour Type Available** box. **Click** on the **New Value** box and **type** in **8.0**. Then **click** on the **Modify** button.

10. **Click** on the **OK** button. ITAS will prompt you "Do you wish to make these changes to the timecard?". **Click** on the **Yes** button.

11. **Click** on the **Close** button. ITAS returns to the Supplements Window 2.

12. **Click** on the **Close** button. ITAS returns to the Modify Employee Timecard-Timecard Summary Window for the current pay period.

13. **Click** on the **Close** button to exit the timecard.

14. Either the employee, timekeeper, or ITAS Coordinator must now process a leave request for the employee for the correct leave used (annual or sick), if any. Once the leave is approved by the supervisor, a supplement is automatically created for the current pay period. No remarks are necessary.

To change leave previously charged in categories other than annual or sick leave:

To re-credit the previously reported leave, either the timekeeper or ITAS Coordinator must process a timecard modification. ***Important:*** Do this before processing a new leave request for the same day.

1. **Click** on the **Modify Employee Timecard** icon.

2. **Select** the **employee** or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

3. **Select** the **current pay year and pay period**. **Click** on the **OK** button.

4. **Click** on the **Supplements** row.

5. **Click** on the **Add** button.

6. **Select** the **timecard** for which you wish **to process a supplement** by **clicking** on the **row**. **Click** on the **OK** button.

7. **Double click** on the **row for the day** you would like **to process the supplement**.

8. **Click** on the **hours** you wish **to re-credit** in the "Hour Type" box on the right side of the screen.

9. **Click** on the **New Value** box and **enter** a **new value.**

10. **Click** on the **MODIFY** button. **Click** on the **OK** button. ITAS will prompt "Do you wish to make these changes to the timecard?". **Click** on the **Yes** button.

11. **Click** on the **Close** button. ITAS returns to the Supplements Window 2.

12. **Click** on the **Close** button. ITAS returns to the Modify Employee Timecard-Timecard Summary Window for the current pay period.

13. **Click** on the **Close** button to exit the timecard.

14. Either the employee, timekeeper, or ITAS Coordinator must now process a leave request for the employee for the correct leave used, if any. Once the leave is approved by the supervisor, a supplement is automatically created for the current pay period. **Two remarks must be added** to process this change.

    - Choose either remark:

        a) "Amend; Must be processed by PECS" ***OR*** "Amend; Must be processed by PPSD". This remark must be added manually.

        AND

        b) The standard remark to describe the reason for your amendment.

    - To add remarks, follow the instructions below.

15. **Click** on the **Modify Employee Remarks** icon.

16. **Click** on the **employee name** and then **click** on the **OK** button.

17. **Double click** on the **current pay period and year**.

18. **Click** on the **drop down arrow** to the left of the grayed out **ADD** button.

19. **Scroll** through the list and **click** on the **remarks you wish to select.**

20. **Click** on the **remarks you selected** and **edit** it by **clicking on the information you wish to update. Type** in the **new data** and **use the delete key** to **delete** any data no longer necessary.
    - For example, to change SL to LWOP edit remark to read, "Amend, chg 8 hrs of SL on 02/22/99 to LWOP.

21. **Click** on the **Add** button.

22. **Click** on the **OK** button.

To add additional hours worked for a prior pay period:

1. **Click** on the **Modify Employee Timecard** icon.

2. **Select** the employee or you may type in the employee's last name or SSN in the "Employee Name or SSN" box and press enter key for whom you wish to process a leave request.

3. **Select** the **current pay year and pay period. Click** on the **OK** button.

4. **Click** on the **Supplements row**.

5. **Click** on the **Add** button.

6. **Select** the **timecard for which you wish to process a supplement** by **clicking on the row**. **Click** on the **OK** button.

7. **Double click** on the **row for the day** you would like **to process the supplement.**

8. **Click** on the **desired category of hours** in the "Hours Types Available" box.

9. **Click** on the **New Value** row and **enter** the **hours** for this category.

10. **Click** on the **OK** button. ITAS will prompt you "Do you wish to make these changes to the timecard?". **Click** on the **Yes** button.

11. **Click** on the **Close** button. ITAS returns to the Supplements Window 2.

12. **Click** on the **Close** button. ITAS returns to the Modify Employee Timecard - Timecard Summary Window for the current pay period.

13. **Click** on the **Close** button.

14. You must now **add remarks** for the current pay period.

    a) **Click** on the **Modify Employee Remarks** icon.

    b) **Click** on the **employee name** and then **click** on the **OK** button.

    c) **Double click** on the **current pay period and year**.

    d) Click on the **drop down arrow** to the left of the grayed out **ADD** button.

    e) **Scroll** through the list and **click** on the **remarks you wish to select.**

    f) **Click** on the **remark you selected** and **edit** it by **clicking on the**

information you wish to update. **Type** in the correct data. Use the **delete key** to **delete** any data no longer necessary.

g) **Click** on the **Add** button.

h) **Click** on the **OK** button.

MAINTAIN VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

The *ITAS Coordinator* and *Timekeeper* can maintain the VLTP Program.

Participating in the VLTP: Once an employee is approved as a Leave Recipient in the VLTP, it is the responsibility of the ITAS Coordinator or the Timekeeper to ensure proper administration of Voluntary Leave Transfer Program. Activities include: designate employees as VLTP recipients, identify non-DHHS donors and recipients, create and expire VLTP accounts and, finally, returning unused VLTP hours to the original donors when necessary.

1. The employee, Timekeeper and/or ITAS Coordinator is notified in writing that employee is approved for VLTP.

2. The Timekeeper or ITAS Coordinator **identifies** the employee as a VLTP recipient in ITAS through the **Maintain Voluntary Leave Transfer Program Window, Identify VLTP Recipient**. Both DHHS employees and non-DHHS employees may be identified as recipients in ITAS.

3. The Timekeeper or ITAS Coordinator **establishes accounts** for recipient(s) through **Maintain Voluntary Leave Transfer Program Window, Maintain VLTP Account Status**. Then, federal employees can donate leave to the eligible employees (recipients).

4. Employees may now **donate leave** to **recipients**. This is done by employee, Timekeeper or Administrative Officer **processing a leave request**; in this case, **to donate annual leave**.

5. Expire VLTP accounts as necessary. When an employee is no longer allowed to receive hours or use hours associated with a given account, the Timekeeper or Administrative Officer **enters** an **expiration date** for the account. Dates are determined by the VLTP Coordinator.

6. ITAS will automatically return VLTP hours 30 days after the account expires. You must record hours being returned from non-DHHS recipients. Then ITAS distributes the hours accordingly.

To Identify An Employee as a VLTP Recipient:

1. **Click** on the **Maintain Voluntary Leave Transfer Program** icon.

2. **Click** on the **Identify VLTP Recipient** button.

3. **Click** on the **OK** button. The Identify VLTP Recipient screen appears.

4. To **select** an **employee, point** and **click** on the **employee name** in the "Available Employees" list. (Scroll through the list, if necessary.)

5. **Click** on the **ADD** button. The employee's name will be added to the recipient's list.

6. **Click** on the **OK** button.

To Identify A Non-DHHS Employee as a VLTP Recipient:

1. **Click** on the **Maintain Voluntary Leave Transfer Program** icon.

2. **Click** on the **Identify VLTP Recipient** button.

3. **Click** on the **OK** button. The Identify VLTP Recipient screen appears.

4. The following **information** must be **entered** in the Non-DHHS employee fields:

   - Last name, first name, middle initial, and social security number. You may click on each field to type in the information.

5. **Click** on the **drop down arrow** in the **agency** field and scroll through the agency names. **Click** on the **recipient's agency**. (If you don't see the agency listed, ask your ITAS Administrator to add the agency information.)

6. **Click** on the **ADD** button. The employee's name will be added to the recipient's list.

7. **Click** on the **OK** button.

Maintain VLTP Account Status: To set up a VLTP account for an employee who has been identified as a VLTP recipient:

1. **Click** on **Maintain Voluntary Leave Transfer Program** icon.

2. **Click** on the **Maintain VLTP Account Status** button and **click** on the **OK** button.

3. **Select** the **Employee's Name** and **click** on the **OK** button. ITAS displays the window "Maintain VLTP Account Status".

4. **Click** on the **name** of the **recipient**. ITAS displays a window "Maintain Account Status". Note that the box "Create New VLTP account for recipient" is checked.

5. **Click** on the **down arrow** and **scroll** through **medical reasons** for the VLTP. **Select** medical reason associated with the new VLTP account.

6. **Click** on the **start date field** and **type** in the date the person may **begin** to receive donated leave. The date may be in the past, present or future.

7. **Click** on the **end date field** and press the **TAB** key. **Do not enter** the **end date** for the recipient until the end date has arrived. Also, before entering an end date, verify it with your VLTP Coordinator. It may have been extended.

8. **Click** on the **OK** button.

9. **Click Yes** to add information to the account.

Employees may now donate leave to the recipient by processing leave requests to donate leave. Leave that is donated shows up in the Recipient's Maintain VLTP Account Status window and on the Leave Balance Screen. It is used by processing a request to use leave.

To Modify an Existing VLTP Account:

1. **Click** on **Maintain Voluntary Leave Transfer Program** icon.

2. **Click** on the **Maintain VLTP Account Status** button and **click** on the **OK** button.

3. **Select** the **Employee's Name** and **click** on the **OK** button. ITAS displays the window "Maintain VLTP Account Status".

   - **Note:** The "Create New VLTP Account for Recipient" is **not** checked. (**Click** on this **check box** to create a new account for an employee with an existing account.)

4. **Click** on the **field you wish to modify**. **Enter** the new information. You cannot modify the medical reason. To change the reason, you must expire the current account and add a new account for the new medical reason.

5. **Click** on the **OK** button.

Identifying Non-DHHS VLTP Donors: To identify Non-DHHS Employees who are donating leave to DHHS employees.

1. **Click** on **Maintain Voluntary Leave Transfer Program"** icon.

2. **Click** on the **Identify Non-DHHS VLTP Donor** button and **click** on the **OK** button.

3. You will see a list (if any) of existing Non-DHHS donors.

a) If you see the name of the non-DHHS employee in the list, **click** on the **employee name** and **click** on the **OK** button.

b) If you don't see the name of the non-DHHS employee in the list, **click** on the **ADD** button.

4. ITAS displays the **Identify Non-DHHS Donor Window**.

a) If you are adding a new Non-DHHS donor, enter the following information by **clicking on each field** and **typing in the information** for the **Donor:** last name, first name, and middle initial; social security number; agency; donated hours, and if the donor wants unused hours returned. **Click** on the **recipient's name** to **select the recipient**.

b) If the Non-DHHS employee has donated before, enter the following information by **clicking on the field** and **typing in the information**: donated hours; if donor wants unused hours returned. **Click** on the **recipient's name** to **select the recipient**.

5. **Click** on the **OK** button.

6. **Click** the **Cancel** button.

To Process a Request for an Employee to Donate Leave:

1. **Click** on the **Process Leave Request** icon.

2. **Click** on the button to **Donate Leave**. **Click** the **OK** button.

3. **Select** the employee who will **donate the leave**. **Scroll** through the list by **clicking on the up and down arrow keys**. **Click** on the **Donating employee's name**.

4. **Click** the **OK** button. ITAS displays the **Process Leave Request - VLTP Recipient Selection Window**.

5. **Click** on the **recipient and medical reason** for which the employee is donating leave. The selected name will appear in the "Recipients" box.

- **Note:** A recipient may have multiple VLTP Accounts; be sure to select the appropriate account. If you do not see the recipient's name listed, the employee has not yet been designated in ITAS as a VLTP recipient and/or a VLTP account has not yet been established. Check with your ITAS Coordinator and/or VLTP Coordinator.

6. **Click** on the **OK** button.

7. **Click** on the **"Number of Hours"** box and **type in the number of hours of annual leave being donated**.

8. Indicate the Disposition of Unused Leave. **Click** on the button to **Return to Donator or Donate to Government.**

9. **Click** on the **OK** button.

10. **Click Yes.**

Returning Leave Unused by Non-DHHS Recipient: To return unused leave that was not used by a non-DHHS recipient to one or more DHHS donors:

1. **Click** on **Maintain Voluntary Leave Transfer Program** icon.

2. **Click** on the **Return Leave Unused by DHHS Recipient** button.

3. **Click** on the **OK** button. ITAS displays the window **Voluntary Leave Transfer Program - Select Non-DHHS Recipient.**

4. **Select** the **recipient's name** and **click** on the **OK** button. ITAS displays the window **Return VLTP Unused by Non-DHHS Recipient**.

5. **Enter** the **number of hours being donated to the government** in the **"Donated to Government" field**. Hours being returned to donor are automatically returned based on the End date in this window.

6. **Click** on the **OK** button.

REPORTS MENU

The *ITAS Coordinator* and *Timekeeper* can prepare reports.

To run and print several reports to aid in the management of time and attendance:

You may view any of the reports below. Reports marked with an * may be printed:

- **Approved Leave Report** - Contains a list of all leave requested by employees that have been approved by the Approving Official.*
- **Timecard Report** - Contains a list of employees with discrepancies between their required tour of duty and the total number of hours on their timecard for the current pay period.*
- **Unapproved Timecard Report** - Contains a list of employees who timecard have not been approved.
- **Daily Sign-in/Sign-out Record** - Contains a list of all employees and their sign-in and/or sign-out times for the specified date you enter.*
- **Online ATLR** - Contains information on the current Administrative Time and Leave Record for the year you specify.
- **VLTP Reports** - Contains a list of all employees that used, received, donated, or received VLTP back between the dates you specify.*
- **FMLA Reports** - Contains a list of all employees that used leave-under the Family Medical Leave Act.*
- **FFLA Reports** - Contains a list of all employees that used sick leave under the Family Friendly Leave Act.*
- **Online Leave Request** - Contains a list of all leave requests processed for your employees.

To view or print available on-line reports:

1. **Click** on the **Reports option** on the **menu bar** of your window. ITAS displays the Reports Pull-Down Menu listing all available reports.
2. **Click** on the **report** you want to create.
3. Depending on the report you selected, **you may be prompted** to select a date(s) and/or employee(s).

4. **Click** on the **OK** button.

5. **Select screen** as the **report destination** and **click** on the **OK** button.

6. **View the Report** by **clicking** on the **horizontal and vertical scroll bars**, if necessary.

7. To **print the Report**, **click** on the **P** in the **upper right corner** of the **window** to print the report (not the Print Menu) and **select "Print Report"**.

8. **Click** on the **OK** button.

9. When you finish viewing the report, **simultaneously press the [CTRL-F4] keys**. If this doesn't work, try minimizing the screen first, then maximizing it again, and press the [CTRL-F4] keys again.

OR

1. **Repeat** steps 1 through 4 above.

2. **Select printer** as the **report destination** and **click** on the **OK** button.

3. **Select** your "name with your desk printers port name" and **click** on the **OK** button.

4. When you finish printing the report. **Click** on the "7" next to screen report **in** left top corner. **Click** on **close**.